Microsoft Excel Part 2: Power Functions

Duration: Half Day (4 hours)
Course Description:
So many ways to work with Excel are covered here. Formulas that work with dates, lookup tools, Multi criteria functions – be amazed at what you can do with these tools

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Course Content

- **Review and warm up**
  - Formulas, Math Operators, Operator Precedence
  - What is a Function?
  - Understanding Function Syntax
- **Supercharged Logical Functions**
  - VLOOKUP
  - INDEX combined with MATCH
  - IFS
  - SWITCH
- **Math Functions that Process Multiple Criteria**
  - SUMIFS
  - AVERAGEIFS
  - COUNTIFS
  - MINIFS
  - MAXIFS
- **The Essential Date & Time Functions**
  - DATE, TIME
  - DAYS
  - NETWORKDAYS
  - DATEVALUE, TIMEVALUE
  - DAY, MONTH, YEAR
  - SECOND, MINUTE, HOUR